

Venture Planning Template

TASK	Due Date	Venture in charge	Leader Agreement
1. Activity "Broad" Plan (include projected cost, risk levels & special planning permission requirements if applicable)	2 weeks prior (minimum)		
2. Participant List	2 weeks prior		
3. Location and accommodations	2 weeks prior		
4. Information Sheet (for parents, leaders & participants)	1 week prior		
5. Budget (accommodation, travel, supplies and menu)	1 week prior		
6. Menu and groceries	1-2 days prior		
7. Transportation plan	1 week		
8. Activity Group Forms (completed)	1-2 days prior		